Assistant Database Administrator/Worksite Specialist

DOM is seeking a mid-level person with a strong technical background and Worksite administrative experience. This person must be willing to be onsite at Medicaid's facilities in Jackson Mississippi 95% of the time. The term of the contract shall be one (1) year (July 1, 2016 – June 30, 2017) with four (4) optional renewals. The rate of pay shall be $45 an hour (plus travel) not to exceed 1840 hours annually.

Responsibilities include:

- Developing and delivering Worksite/Teleform/APA technology training across a diverse group of users both one-on-one and in classroom setting;
- Designs, installs, creates and maintains databases;
- Monitors database and application backups to ensure recoverability;
- Provides Worksite/Database technical assistance and subject matter expertise to agency users as requested;
- Works alongside Network operations team to troubleshoot Worksite issues;
- Proactively manages stakeholder expectations;
- Works alongside Database Administrator to optimize databases for efficiency and performance;
- Migration of legacy SQL applications to SQL 2012;
- Perform routine maintenance and upgrades to the Worksite environment;

The successful applicant must have:

- Excellent oral and written communications skills;
- Critical thinking/problem solving skills;
- Strong self-motivation / self-management and time management skills;
- Sound business analysis and project management skills;
- Ability and experience working successfully to manage diverse groups of people from all backgrounds and education levels;
- Ability and experience leading and participating with a team to achieve specific goals;
- 10+ years' experience successfully supporting the Worksite application;
- Working knowledge of Teleform and APA;
- Working knowledge of database administration and optimization;
- Ability to set up and configure server hardware;
- Experience and ability to monitor, troubleshoot and maintain a Worksite environment;
- Experience and familiarity with web-based software architecture;

The following skillsets/experience are considered valuable and may warrant additional consideration, (desired but not required):

- Ability to create and publish workflow forms and electronic workflow processes to reduce paper dependency;
- Ability to create and customize forms for scanning and data capture.